



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER, SPECIALIST

\$3,841-\$4,670

ACCOUNTING SERVICES BUREAU

SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Senior Accounting Officer, Supervisor, the Accounting Officer, Specialist performs various professional accounting duties in the General Ledger Unit. Duties include: validates the Daily Cashiering Collection Report against the Report of Deposits and confirms needed corrective actions; maintains and reconciles subsidiary records of receipts for employee accounts receivables; analyzes and performs reconciliations of General Ledger Accounts; provides assistance to department staff and management regarding issues that pertain to the General Ledger Unit.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current California State employees at the Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.

All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Officer, Specialist #192-4546-003" on the State application.** For additional information, please call (916) 492-3351 or e-mail Tina.Brown@insurance.ca.gov.

FINAL FILING DATE: September 14, 2012 – COB (5:00 pm)

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

09/06/12 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.
